



# **Apex United Methodist Church**

## **Safe Sanctuaries Policy**

Approved by Trustees Revision November 14, 2022

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## Emergency Contact Numbers:

EMERGENCY: 911

Apex Police Department (non-emergency): 919-362-8661

Poison Control Center: 1-800-222-1222

# 1. Statement of Purpose and Commitment

**1.1 Statement of Purpose:** The 1996 General Conference of The United Methodist Church adopted a resolution aimed at reducing the risk of child abuse in the church. The Safe Sanctuaries program was created as a guideline for churches to follow to keep our children, youth, vulnerable adults, and leaders safe. In this resolution, we are reminded that Jesus said, “Whoever welcomes [a] child ... welcomes me” (Matthew 18:5). Children are our present and our future, our hope, our teachers, our inspiration. They are full participants in the life of the church and the realm of God. In Micah 6:6-8 (NRSV), God requires us “to do justice, and to love kindness, and to walk humbly with your God.”

**1.2 Statement of Commitment:** Apex United Methodist Church is committed to providing a safe and nurturing church home in which our children, youth, and vulnerable adults can experience God’s love and grow in their Christian faith. As members of the Body of Christ, we all share in this responsibility and we further commit to demonstrate the love of Jesus Christ so that each person will be “surrounded by steadfast love...established in the faith, and confirmed and strengthened in the way that leads to life eternal” (Baptismal Covenant II, United Methodist Hymnal, p. 44). Our Methodist founder John Wesley lived by three rules which are consistent with our Safe Sanctuaries values: 1. Do no harm, 2. Do good, and 3. Stay in love with God. To this end, anyone who is concerned about the physical or emotional safety of a child or student in our congregation, or any student who believes they have been harmed, is encouraged to report the incident so that we may fulfill our commitment to maintaining a safe and nurturing church home.

**1.3 Application:** This Safe Sanctuaries Policy applies to all ministries of the Apex United Methodist Church involving children, youth, and vulnerable adults. In addition, all individuals and organizations leasing, licensing, renting, or otherwise using all or any portion of real property owned by Apex United Methodist Church are required to follow this Safe Sanctuaries Policy in connection with the use of the real property.

Luke 18:15-17

The Little Children and Jesus

People were also bringing babies to Jesus for him to place his hands on them. When the disciples saw this, they rebuked them. But Jesus called the children to him and said, ***“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. Truly I tell you, anyone who will not receive the kingdom of God like a little child will never enter it.”***

## 2. Terminology

The following definitions shall apply to this Safe Sanctuaries Policy:

**AUMC**: Apex United Methodist Church

**Outside Party**: Any individual or organization using all or any portion of the real property owned by Apex United Methodist Church, pursuant to any oral or written lease, license, or other agreement.

**Leader**: Individuals aged 18 and older who are given the responsibility of managing, leading or working directly with Children and/or Youth and/or Vulnerable Adults. With respect to AUMC programming, a Leader will be one of the following:

**Staff Leader**: All Leaders who are employed by AUMC, even if such employment is on a temporary basis.

**Volunteer Leader**: All Leaders who are acting as volunteers serving in a ministry of AUMC.

With respect to any Outside Party, the term "Leader" includes any individual volunteering for, employed by, or contracted by the Outside Party who is or appears to be responsible for managing, leading or working directly with Children and/or Youth and/or Vulnerable Adults.

**Volunteer Helper**: Individuals who teach, work, or help alongside a Leader and have not been given the authority to volunteer alone. These individuals are volunteers who may or may not have completed Safe Sanctuaries training and may not yet have been subject to a background check.

**Child/Children**: Any person who is younger than a Youth.

**Youth**: Any person who is enrolled in 6th grade through 12th grade in the local school district; provided that, if a person is not enrolled in the local school district, the term Youth shall mean any person who is aged 12 through 17.

**Vulnerable Adult**: A person aged 18 or older with a mental or other disability/illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

**Chaperone**: Is a **Leader** who is aged 21 or older who accompanies a group of Children, Youth, or Vulnerable Adults overnight either at AUMC or other location. The Chaperone must be 5 years or older than the oldest Children or Youth.

**Driver**: Is a **Leader** who is aged 21 or older who will be driving one of the above listed groups.

In all events, any Leader, Volunteer Helper, Chaperone, and Driver must be at least 5 years older than the Children or Youth they are managing, leading, or supervising.

Any other capitalized terms have the meaning commonly used by AUMC members.

### **3. Standard Procedures for Operating Safely**

#### **3.1 Safety**

The following steps are taken to ensure our Children, Youth, Vulnerable Adults, Leaders, Volunteer Helpers, and AUMC members are safe:

- 3.1.1 All Leaders are given information about our policies and procedures during a training process. It is the responsibility of the Outside Party to provide such training to their volunteers, employees, agents, and contractors consistent with this Safe Sanctuaries Policy.
- 3.1.2 AUMC (with respect to AUMC-sponsored classes, activities, and programs) and the Outside Party (with respect to the Outside Party's use of the AUMC property) shall endeavor at all times to maintain a minimum of two Leaders, or a Leader and Volunteer Helper, during any class, group activity, or other program involving Children, Youth, and/or Vulnerable Adults. Exceptions are addressed in Section 3.2 below. In no event shall the two Leaders, or the Leader and Volunteer Helper, be related or cohabiting.
- 3.1.3 All Leaders must undergo a background check in order to work with Children, Youth, or Vulnerable Adults. No individuals will be permitted to work with Children, Youth, or Vulnerable Adults if information or details from the background check discloses that the individual has any history of unacceptable criminal activity that would prevent AUMC from reasonably allowing the individual to serve as a Leader.
- 3.1.4 The Safe Sanctuaries Policy is available in the AUMC main office upon request and on the AUMC website.
- 3.1.5 Leaders are required to sign a document stating that they understand and that they will adhere to the Safe Sanctuaries Policy.
- 3.1.6 Staff employed by AUMC are in regular communication with Leaders to ensure policies are followed.
- 3.1.7 Each Leader is required to participate in a Safe Sanctuaries training conducted by or for AUMC at least every three (3) years.

#### **3.2 Procedures**

The procedures we have adopted to ensure that our Children, Youth, and Vulnerable Adults are safe include but are not limited to the following:

- 3.2.1 A minimum of one Leader shall be in a room during any class, group activity or program involving Children, Youth or Vulnerable Adults at all times. No Leader should be left alone with less than two Children, Youth or Vulnerable Adults at any time.
- 3.2.2 In the event only one Leader is available and no Volunteer Helper is available, the door to the room shall remain open at all times, and another Leader will be assigned to roam hallways in the vicinity of the room.
- 3.2.3 Children and Youth classes and groups are assigned to meet in locations in the same vicinity to facilitate monitoring of activities.
- 3.2.4 During programming involving Children, Youth, or Vulnerable Adults, a "drop-in policy" is in place. Leaders understand that other Leaders and Volunteer Helpers will circulate and "drop-in" randomly to rooms to ensure the Safe Sanctuaries Policy is being followed.
- 3.2.5 Restroom Policies:
  - 3.2.5.1 Only Staff Leaders are allowed to change diapers. Only Staff Leaders take Children into restrooms to assist with toileting needs.
  - 3.2.5.2 Unless accompanied by Staff Leaders, Children are monitored from outside the restroom at all times.
  - 3.2.5.3 Children over the age of five (5) years old, Youth, and Vulnerable Adults are expected to go and come from restrooms on their own.

- 3.2.5.4 If parents wish to change their Children's clothes or diapers, they need to do so in the restroom changing facilities.
- 3.2.5.5 Leaders responsible for special needs Children, Youth, or Vulnerable Adults should work with Family Ministries Staff leaders to create an individualized Safe Sanctuaries plan.
- 3.2.6 Parents will have access to advance notice and full information regarding event(s) in which their Child or Youth is participating.
- 3.2.7 Youth assigned to assist with Children's programs are subject to the "five-years older rule." The rule requires that the individual Youth must be at least 5 years older than the group with whom the Youth is working, in order to maintain an appropriate separation between Youth and Children. In addition, Youth must be provided coaching in classroom expectations, which shall be conducted by a Staff Leader.
- 3.2.8 Concern/Incident Report Forms are available at check in locations, in Children's & Youth Ministries information areas, and on the AUMC website.

## **4. Digital Safety**

### **4.1 Parental/Guardian Permission**

Advance parental/guardian permission is necessary for Children and Youth, and advance personal permission (or advance guardian permission, if applicable) is necessary for Vulnerable Adults, in writing for:

- 4.1.1 E-mailing, direct messaging, calling, texting, or sending data to a Child, Youth, or Vulnerable Adult by computer, tablet, or cell phone; and
- 4.1.2 The sharing of any full name or other personal sensitive information.

### **4.2 Information Sharing Online**

- 4.2.1 No Leader or Volunteer Helper shall post Easily Identifiable Personal Information online. Easily Identifiable Personal Information includes but is not limited to: address, telephone number, email address, social security number, or other identifying number or code.
- 4.2.2 With regard to email communication, particularly with Children, Youth, and Vulnerable Adults, Leaders and Volunteer Helpers should use the "BCC" (blind carbon copy) so that each recipient sees only his or her address when a message is received.
- 4.2.3 Leaders and Volunteer Helpers shall be cautious when transmitting information like event dates, times, locations, or participants, to avoid publicly disclosing an event that is intended to be limited to a limited group of participants.
- 4.2.4 All Leaders and Volunteer Helpers shall limit what is communicated in electronic prayer requests. When placing anyone on an electronic prayer list, consider using only first names.

### **4.3 Communications with Children, Youth, and Vulnerable Adults**

- 4.3.1 All communications shall be conducted in a professional manner.
- 4.3.2 Leaders and Volunteer Helpers shall save all confidential cyber-communications with Children, Youth, and Vulnerable Adults (i.e., direct messages, text messages, emails, etc.) in order to maintain an electronic paper trail. Leaders and Volunteer Helpers shall not use platforms such as Snapchat that do not allow for permanent records.
- 4.3.3 If a Leader or Volunteer Helper is uneasy about any topic addressed in an email or other platform, the Leader or Volunteer Helper shall send a BCC or screenshot to the parent/guardian of the Child or Youth (if appropriate) or another Leader. All Leaders and Volunteer Helpers shall honor privacy, but not secrecy.
- 4.3.4 If abuse or threat to safety is divulged electronically, Leaders and Volunteer Helpers shall follow standard reporting procedures outlined in Sections 7 and 8 of this policy.

### **4.4 Online Photos/Videos Sharing**

- 4.4.1 All Leaders and Volunteer Helpers shall post notice that photos and videos may be used, and invite individuals to opt out. Leaders shall maintain a list of individuals who have opted out and shall reference such list to prevent posting photos or videos of individuals who have opted out of such posts.
- 4.4.2 When posting photos and videos, Leaders and Volunteer Helpers shall refrain from using names and shall never use last names or identifiable information unless given permission by a parent or guardian of the respective Child or Youth or the guardian (if applicable) of the Vulnerable Adult.
- 4.4.3 When sharing photos and videos of Children, Youth, or Vulnerable Adults, Leaders and Volunteer Helpers shall only share photos and videos that are aligned with our mission and values.

### **4.5 Church "Admin" on Ministry Accounts**

- 4.5.1 Where there is no real-time interaction between viewers (e.g., a video posted but not broadcast live), the “two adult rule” applies. The rule requires that there shall always be two Leaders (who are not related to or cohabiting with each other) with administrator rights on any account that is posting official ministry content.
- 4.5.2 Digital/on-line church media accounts shall be set up as ministry accounts and shall have two Leaders (who are not related to or cohabiting with each other) as administrators.

#### **4.6 Personal Use of Social Networking Sites**

- 4.6.1 When a Leader or Volunteer Helper joins the church’s social network, the social networking profile is an extension of AUMC ministry. Leaders and Volunteer Helper’s shall be mindful of the privacy settings on personal social networking profiles.
- 4.6.2 Leaders and Volunteer Helpers shall consider restricting who can be a social media friend and who can follow his or her page. Leaders and Volunteer Helpers shall use judgment in accepting requests from Youth. Leaders and Volunteer Helpers shall not initiate friend requests with Children or Youth, and shall not follow a Child or Youth’s social media account (such as Instagram, Facebook, etc) unless the Child or Youth has requested it.
- 4.6.3 Leaders and Volunteer Helpers shall use higher level security features even if they already have a restricted profile (such as requiring approval of all comments posted to the page or account.).
- 4.6.4 Leaders and Volunteer Helpers shall not post anything to a social networking site or blog that they would not want attached to their resume or printed in the church bulletin or newsletter.
- 4.6.5 Leaders and Volunteer Helpers shall remove or not post inappropriate comments, photos, etc.
- 4.6.6 Leaders and Volunteer Helpers shall encourage Children and Youth to follow these same guidelines.

#### **4.7 Digital Meeting Platforms (Zoom, Google Meet, Facetime, etc.)**

- 4.7.1 Two Leaders should be present in a digital meeting or gathering and arrive on the call prior to Children and Youth. Leader cameras should be turned off until both Leaders are present.
- 4.7.2 If more than one Leader cannot be present at the same time, allow another user to have Leader administrative privileges to monitor accounts on a regular basis. This helps meet the “window in a door” or “open door” policies familiar for in-person meetings. Also, consider having another adult, such as a parent, on the Youth side of the call or video to acknowledge their awareness of this conversation.
- 4.7.3 If a Leader and Child or Youth need to have a one-on-one digital meeting, the Leader must make another Leader or the Child or Youth’s parent aware of the meeting.
- 4.7.4 Leaders and Volunteer Helpers shall be mindful of privacy measures available on Digital Meeting Platforms, as well as how passwords are shared to protect the meeting space.

## 5. Leader Screening Procedure

- 5.1.1 Anyone wishing to be Leader in an area that directly relates to Children, Youth, and Vulnerable Adults must consent to a background check.
- 5.1.2 To participate as a Leader in an AUMC sponsored ministry or activity, you must regularly attend AUMC or be pursuing membership or be a member of another United Methodist Church. If you do not meet these criteria prior to expressing interest as a Leader, a reference check may be required. Leaders are expected to be active participants in the worship life of AUMC and agree to the doctrine and practices of the United Methodist Church.
- 5.1.3 The Background Authorization Form is available on Apex UMC website.
- 5.1.4 Completed Background Authorization Forms are to be returned to a Staff Leader. Results are kept confidential and stored in a locked cabinet. Once the form is no longer needed, it is shredded to protect confidentiality.

## **6. Guidelines for Trips and Off-Site Programming**

In addition, the following guidelines address issues of safety that may arise when Children, Youth, and Vulnerable Adults participate in off-campus trips and programs that are sponsored by or coordinated by AUMC.

All offsite events and trips require written permission forms even if a parent or guardian is present.

### **6.1 Transportation**

- 6.1.1 A Driver can transport 3 or more Children and/or Youth and/or Vulnerable Adults in a vehicle. In no event shall one Driver transport only one Child, Youth, or Vulnerable Adult in a vehicle. If an emergency situation arises where a Child or Youth or Vulnerable Adult needs transportation, but such transportation will result in violation of this Safe Sanctuaries Policy, then every reasonable effort will be made to relieve the emergency situation.
- 6.1.2 The Driver must provide his or her driver's license to be copied by AUMC for, among other things, insurance purposes.
- 6.1.3 The Driver understands and agrees to releasing and having his or her driving record reviewed. The Driver will execute such permissions and other documents as may be necessary to grant permission to check driving history.
- 6.1.4 The Driver shall comply with all requirements of AUMC's insurance carrier.

### **6.2 Lodging & Activities**

- 6.2.1 At no time will a Leader stay in a room with only one Child or Youth or Vulnerable Adult unless they are related. Children, Youth, Vulnerable Adults, and Leaders will not sleep in the same bed with anyone to whom they are unrelated.
- 6.2.2 Leaders, Volunteer Helpers, Children, Youth, and Vulnerable Adults will be separated by gender for overnight accommodations. We will work to make accommodations for transgender individuals or individuals who do not identify with their assigned sex at birth.
- 6.2.3 When large common sleeping areas are used, Leaders will remain in the immediate vicinity sleeping near the exits.
- 6.2.4 All participants should have privacy for showering/bathing. If there is a common shower, arrangements should be made to schedule showers separately for Children, Youth, Vulnerable Adults, Volunteer Helpers, and Leaders.
- 6.2.5 The Family Ministries teams will obtain rules and policies of hosting organizations in advance so that a modification plan can be put in place should there be a need to adjust these guidelines to fit the host site.
- 6.2.6 During independent activities (e.g., skiing, beach), Children, Youth, and Vulnerable Adults must stay in groups, checking in with an adult supervisor in a public place at designated times.

### **6.3 Controlling Rules and Other Guidelines**

The facility or event hosting the off-campus trip or program may have additional rules and guidelines for appropriate behaviors which must be followed in addition to AUMC's rules. It is the Leaders and Volunteer Helpers' responsibility to understand and comply with all requirements.

## **7. Procedure for Handling Concerns or Reported Allegations of Abuse By Apex UMC Leader or Volunteer Helper**

- 7.1 Any allegation of abuse of a Child, Youth, or Vulnerable Adult by a Leader or Volunteer Helper must be immediately reported to a member of the Family Ministries teams and subsequently to the Lead Pastor immediately upon initial receipt of an allegation. Such notification shall be by in-person verbal statement, phone call, text, email, or whatever form of communication is quickest for the person making the report. If such an allegation is reported to a staff member of AUMC, the staff person must report it immediately to the Lead Pastor. If the allegation is against the Lead Pastor, the report shall be made to the Staff Parish Relations Committee (SPRC) Chairperson and the remaining procedures followed, excluding the Lead Pastor from each process.
- 7.2 Upon receipt of such an allegation, the Lead Pastor, Church Council Chair, and SPRC Chair will immediately determine whether the allegation in question is a reportable incident within the guidelines set forth by applicable N.C. General Statutes and the Wake County Department of Human Services. In order to make such determination, the Lead Pastor, Church Council Chair, and SPRC Chair shall expeditiously consult appropriate resources, including but not limited to confidentially consulting with an attorney. If the allegation is determined to be a reportable incident, the allegation will actually be reported to the appropriate authorities by the Church Council Chair or SPRC Chair and the Lead Pastor as soon as possible.
- 7.3 The Lead Pastor shall immediately notify the District Superintendent (DS) and Conference Communications Director (CCD) of the allegation and will work with the DS and CCD. If the allegation is against a clergy person, the DS will determine if the allegation is a chargeable offense under The Book of Discipline. If the allegation is against the Lead Pastor, the SPRC Chair will contact the DS and CCD.
- 7.4 If the allegation in question is not a reportable incident, the Lead Pastor, Church Council Chair, SPRC Chair and appropriate staff member(s) described in the paragraph above will immediately determine how best to further investigate the allegation in question, and/or address the same with the accused, the Child, Youth or Vulnerable Adult, and the Child or Youth's parent(s) or legal guardian(s).
- 7.5 Any concern or allegation of abuse regarding a Child, Youth or Vulnerable Adult who is affiliated with AUMC that is directly observed or reported requires immediate report to the civil authorities pursuant to The Book of Discipline. Therefore, any report or allegation or observation of abuse made to any pastor or staff member must therefore be immediately reported to the Lead Pastor. The Lead Pastor and staff person will immediately contact the appropriate authorities.

## **8. Procedure for Handling Concern or Reported Allegations Of Abuse By Unaffiliated Third Parties**

- 8.1 If any Leader, Volunteer Helper, Family Ministries team member, other AUMC staff, or an owner or employee of an Outside Party receives an allegation of abuse involving a Child, Youth, or Vulnerable Adult, wherever such alleged abuse occurs and regardless of the identity of the purported perpetrator, the allegation must be reported to the Family Ministries teams and the Lead Pastor within 24 hours of the initial receipt of such an allegation. Such notification shall be by in-person verbal statement, phone call, text, email, or whatever form of communication is quickest for the person making the report.
- 8.2 The allegation in question shall be then reported within 24 hours of receipt to all clergy, and to the appropriate member(s) of the Family Ministries teams, to the extent that they are not the initial recipient of such an allegation or the subject of the same.
- 8.3 The Lead Pastor and/or Family Ministries teams, along with the appropriate staff member(s), will then immediately determine whether the concern or allegation in question is a reportable incident within the guidelines set forth by applicable N.C. General Statutes and the Wake County Department of Human Services. In order to make such determination, the Lead Pastor, Church Council Chair, and SPRC Chair shall expeditiously consult appropriate resources, including but not limited to confidentially consulting with an attorney. If the allegation is determined to be a reportable incident, the allegation will be reported to the appropriate authorities no later than 48 hours from the initial receipt of such allegation.
- 8.4 If the allegation in question is not a reportable incident, the Lead Pastor and/or Family Ministries teams, along with the appropriate staff member(s), will nonetheless immediately determine how best to further proceed with the concern or allegation in question, including being in contact with the Child, Youth, or Vulnerable Adult's parent(s) or legal guardian(s), to the extent they are not the subject of the allegation. These individuals will then confer within 24 hours with all clergy to reach consensus on the recommended course of action with the goal being to implement the same within no more than 48 hours from the initial receipt of such allegation.
- 8.5 To the extent that any allegation of abuse of a minor presents immediate ongoing harm to the Child, Youth, or Vulnerable Adult, the procedures detailed above should be taken by the involved persons with all possible haste.

## 9. Procedure for Distributing and Handling Concern/Incident Report Forms

- 9.1 Purpose:** The purpose of the Concern/Incident Report Form is to allow AUMC members, Children, Youth, Vulnerable Adults, Leaders, Volunteer Helpers, and other individuals to identify and report circumstances or events that are believed to be in violation of this Safe Sanctuaries Policy or, if left unaddressed, would lead to such a circumstance or event.
- 9.2 Distribution:** Concern/Incident forms are available to all Leaders, church members, parents, Children, Youth, Vulnerable Adults, and/or visitors in a variety of ways, including but not limited to:
- 9.2.1 Family Ministries information areas
  - 9.2.2 AUMC website
  - 9.2.3 Church office
- 9.3 Handling of Concern/Incident Reports:**
- 9.3.1 All Concern/Incident reports received by anyone affiliated with AUMC shall be immediately directed to the appropriate persons as set forth in the guidelines established in the Safe Sanctuaries Policy.
  - 9.3.2 Access to such reports during the implementation of the procedures listed in these guidelines shall be strictly limited to the designated persons.
  - 9.3.3 Following completion of such procedures, all such reports shall be stored in a central repository, kept locked at all times, and made available for subsequent review only by clergy or paid staff of AUMC who are directly responsible for making employment and/or leader selection decisions.
- 9.4 Handling of General Concern Reports:** All reports received by anyone affiliated with AUMC that relate only to general concerns shall be immediately directed to clergy or paid staff of AUMC.
- 9.5 Acknowledgement of Receipt:** Upon receipt of the Concern/Incident Report Form, the Lead Pastor or other appropriate personnel will acknowledge the receipt of the form to the submitter of said form.

## 10. Commencement and Termination of Leader and Volunteer Helper Roles

**10.1 Training and Background Check.** The following steps should be followed to be permitted by AUMC to be a Leader. Each Leader must repeat these steps every 3 years:

10.1.1 Please read the Safe Sanctuaries policy and complete the consent form at <https://apexumc.org/about/safe-sanctuary/>

10.1.2 All Leaders 18 years old and older must undergo a background check. The Leader will receive an email request from Checkr asking for authorization to conduct a background check, and the Leader is required to complete the requested information.

**10.2 Commencement of Leadership.** If a Leader has not previously served as a Leader, the Leader will not begin volunteering or working as a Leader until receiving approval from AUMC Staff.

**10.3 Termination of Leadership and Volunteer Helper Roles.** In the event that AUMC Staff gives notice that the Leader or Volunteer Helper must cease managing, leading, or working directly with Children, Youth, and Vulnerable Adults as part of any and all AUMC ministries, the Leader or Volunteer Helper will immediately stop serving as a Leader or Volunteer Helper, and will cease communications to any or all Children, Youth, Vulnerable Adults, and their parents and/or guardians, except for communications expressly authorized in writing by AUMC Staff.

**Appendix 1:  
Concern/Incident Report - AUMC**

Submitted by: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Program/Event Involved: \_\_\_\_\_ Event Date: \_\_\_\_\_

Leader(s) Involved (Paid or Unpaid): \_\_\_\_\_

General Concern/Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Others Involved in the Incident (and Contact Information, if available): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit completed form in an envelope marked as "High Priority – Personal and Confidential" to the Apex UMC church office or mail to:

Lead Pastor  
Apex UMC  
100 S. Hughes Street  
Apex, NC 27502

**For office use only:**

Reviewed by: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Follow-Up Action Taken? Yes \_\_\_\_\_ No \_\_\_\_\_ Date of Follow-Up: \_\_\_\_\_

If yes, describe:

If no, why is follow-up unnecessary?